

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		If Revision, select appropriate letter(s) Other (specify):	
3. Date Received			4. Applicant Identifier:		
5a. Fed Entity Identifier:			5b. Federal Award Identifier: DE-EE0007925		
State Use Only:					
6. Date Received by State:			7. State Application Identifier:		
8. APPLICANT INFORMATION:					
a. Legal Name: Maryland, State of					
b. Employer/Taxpayer Identification Number (EIN/TIN): 526002033			c. Organizational DUNS: 028492598		
d. Address:					
Street 1: 7800 Harkins Road					
Street 2:					
City: New Carrollton					
County: PRINCE GEORGE'S County					
State: MD					
Province:					
Country: U.S.A.					
Zip / Postal Code: 207060000					
e. Organizational Unit:					
Department Name: Department of Housing and Community Development			Division Name: Division of Development Finance		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix: Mrs First Name: Kiahnna					
Middle Name:					
Last Name: Burney					
Suffix:					
Title: Program Manager					
Organizational Affiliation: Energy Programs					
Telephone Number: 3014297793			Fax Number:		
Email: kiahnna.burney@maryland.gov					

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002018

Title:

2018 Weatherization Assistance Program Funding

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Statewide

15. Descriptive Title of Applicant's Project:

The Maryland Weatherization Assistance Program

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16. Congressional District Of:

a. Applicant: Maryland Congressional District 01

b. Program/Project: MD-Statewide

Attach an additional list of Program/Project Congressional Districts if needed:

17. Proposed Project:

a. Start Date: 07/01/2018

b. End Date: 06/30/2019

18. Estimated Funding (\$):

a. Federal	2,676,673.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	2,676,673.00

19. Is Application subject to Review By State Under Executive Order 12372 Process?:

☒ a. This application was made available to the State under the Executive Order 12372 Process for review on: 04/02/2018

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E.O. 12372

20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)

No

21. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code Title 218, Section 1001)

☒ I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr First Name: Kenneth

Middle Name: C

Last Name: Holt

Suffix:

Title: Secretary

Telephone Number: 3014297452

Fax Number:

Email: Kenneth.Holt@maryland.gov

Signature of Authorized Representative: Signed Electronically

Date Signed:

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007925		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Maryland, State of 7800 Harkins Road New Carrollton, MD 207060000		4. Program/Project Start Date 07/01/2018	5. Completion Date 06/30/2019

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. DOE	81.042	\$ 0.00		\$ 2,676,673.00		\$ 2,676,673.00
2. State			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 2,676,673.00	\$ 0.00	\$ 2,676,673.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANTE E ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANT EE T&TA	
a. Personnel	\$ 80,900.00	\$ 0.00	\$ 97,600.00	\$ 0.00	\$ 178,500.00
b. Fringe Benefits	\$ 33,877.00	\$ 0.00	\$ 41,666.00	\$ 0.00	\$ 75,543.00
c. Travel	\$ 0.00	\$ 0.00	\$ 33,000.00	\$ 0.00	\$ 33,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00
f. Contract	\$ 0.00	\$ 133,834.00	\$ 54,111.00	\$ 226,378.00	\$ 2,370,574.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 14,056.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 14,056.00
i. Total Direct Charges	\$ 133,833.00	\$ 133,834.00	\$ 226,377.00	\$ 226,378.00	\$ 2,676,673.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 133,833.00	\$ 133,834.00	\$ 226,377.00	\$ 226,378.00	\$ 2,676,673.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007925		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Maryland, State of 7800 Harkins Road New Carrollton, MD 207060000		4. Program/Project Start Date 07/01/2018	5. Completion Date 06/30/2019

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 2,676,673.00	\$ 0.00	\$ 2,676,673.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATION S	(2) HEALTH AND SAFETY	(3)	(4)	
a. Personnel	\$ 0.00	\$ 0.00			\$ 178,500.00
b. Fringe Benefits	\$ 0.00	\$ 0.00			\$ 75,543.00
c. Travel	\$ 0.00	\$ 0.00			\$ 33,000.00
d. Equipment	\$ 0.00	\$ 0.00			\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00			\$ 5,000.00
f. Contract	\$ 1,643,251.00	\$ 313,000.00			\$ 2,370,574.00
g. Construction	\$ 0.00	\$ 0.00			\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00			\$ 14,056.00
i. Total Direct Charges	\$ 1,643,251.00	\$ 313,000.00			\$ 2,676,673.00
j. Indirect Costs	\$ 0.00	\$ 0.00			\$ 0.00
k. Totals	\$ 1,643,251.00	\$ 313,000.00			\$ 2,676,673.00
7. Program Income	\$ 0.00	\$ 0.00			\$ 0.00

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET**

(Grant Number: EE0007925, State: MD, Program Year: 2018)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Allegany County Resources Development Commission (Cumberland)	\$88,952.00 10
Baltimore City Department of Housing & Community Development (Baltimore)	\$353,474.00 23
Civic Works, Inc. (Baltimore)	\$75,285.00 10
Community Action Council of Howard County (Columbia)	\$611,101.00 85
Community Assistance Network, Inc. (Baltimore)	\$598,088.00 65
Frederick Community Action Agency (Frederick)	\$91,037.00 10
Garrett County Community Action Committee, Inc. (Oakland)	\$17,142.00 2
Housing Authority of St. Mary's County, MD (Lexington Park)	\$212,211.00 24
Human Services Programs of Carroll County, Inc. (Westminster)	\$36,600.00 5
SHORE UP! Inc. (Salisbury)	\$232,573.00 26
Total:	\$2,316,463.00 260

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	260
Rewatherized Units	0
Note: Planned units by quarter or category are no longer required, no information required for persons.	

Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	260
C	Total Units Rewatherized	00
D	Total Dwelling Units to be Weatherized and Rewatherized (B + C)	260
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$1,643,251.00
G	Total Dwelling Units to be Weatherized and Rewatherized (from line D)	260
H	Average Program Operations Costs per Unit (F divided by G)	\$6,320.20
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$6,320.20

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0007925, State: MD, Program Year: 2018)

IV.3 Energy Savings

Method used to calculate savings: ☒ WAP algorithm ☐ Other (describe below)

	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	260	29.3	7618
Prior Year Estimate	260	29.3	7618
Prior Year Actual	103	29.3	3018

Method used to calculate savings description:

DHCD used the DOE recommended formula to calculate energy savings.

IV.4 DOE-Funded Leveraging Activities

DHCD expects to partner with other state agencies to leverage DOE funding and expand the program services to a greater number of eligible families. The following is a summary of the initiatives to facilitate the weatherization of additional low income homes:

The Department of Human Resources (DHR), Maryland Energy Assistance Program (MEAP), as administered by the Office of Home Energy Programs (OHEP) will make Low Income Home Energy Assistance Program (LIHEAP) funds available to operate furnace repair and replacement and for eligible weatherization activities in conjunction with DHCD's DOE WAP funding. The program began in 1997 with the original agreement providing \$40,000 to replace 20 furnaces. The program is currently funded at \$1,500,000 for the next fiscal year.

The Maryland Energy Administration (MEA), Strategic Energy Investment Fund via the Regional Greenhouse Gas Initiative (RGGI) will make funds available in order to enable cost effective residential energy retrofits that would, absent the SEIF funds, be deferred due to cost constraints. In addition to weatherization measures, these funds may be used for HVAC and fossil fuel furnace system repairs or replacement. The program is currently funded at \$1,100,000 for the next fiscal year.

IV.5 Policy Advisory Council Members

☒ Check if an existing state council or commission serves in this category and add name below

Baltimore City Department of Housing & Community Development	Type of organization: Unit of Local Government Contact Name: Toya Sykes Phone: 4439841066 Email: toya.sykes-coates@baltimorecity.gov
Cheseldine Management Consulting, LLC	Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Lisa Quill Phone: 4104752272 Email: lmquill@md.metrocast.net
Community Action Council of Howard County	Type of organization: Non-profit (not a financial institution) Contact Name: Bitia Dayhoff Phone: 4103136318 Email: bdayhoff@cac-hc.org
Community Assistance Network	Type of organization: Non-profit (not a financial institution) Contact Name: Edi Palau Phone: 4102854674 Email: epalau@canconnects.org
Complete Home Solutions	Type of organization: Contact Name: Rob Burgee Phone: 4108671202 Email: rob@chs-1.com
Frederick Community Action Agency	Type of organization: Unit of Local Government Contact Name: Paul Mantello Phone: 3016003974 Email: pmantello@cityoffrederick.com
Housing Authority of St. Mary's County, MD	Type of organization: Unit of Local Government Contact Name: Dennis Nicholson Phone: 3018666590 Email: dnicholson@stmaryshousing.org

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0007925, State: MD, Program Year: 2018)

Maryland Energy Administration	Type of organization: Unit of State Government Contact Name: Jenn Gallicchio Phone: 4102607542 Email: jgallicchio@energy.state.md.us
Office of Peoples Counsel	Type of organization: Unit of State Government Contact Name: Cindy Riely Phone: 4107678156 Email: cindyr@opc.state.md.us
Shore Up Inc.	Type of organization: Contact Name: Freddie Mitchell Phone: 4107491142325 Email: fmitchell@shoreup.org

IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)

Date Held	Newspapers that publicized the hearings and the dates the notice ran
04/02/2018	Submit Announcement of Public Hearing for publication in the Maryland Register on 4/13/18.
03/29/2018	WAP PAC Meeting held.
04/13/2018	State Plan will be published in the Maryland Register.
04/30/2018	The public hearing for the 2018 DOE Plan will be held. Public comment period will end on 5/1/18 at 12:00 p.m.

IV.7 Miscellaneous

<p>Recipient Business Officer is the representative authorized to act on behalf of the Grantee to negotiate the award. All DOE official correspondence related to the award will be addressed to the Recipient Business Officer which is designated as Jonathan Bluey, Deputy Director, Energy Programs; Jonathan.Bluey@maryland.gov; 301-429-7819.</p> <p>Recipient Principal Investigator is the technical representative authorized to act on behalf of the Grantee as project manager for the award. The Recipient Principal Investigator is the prime point of contact for the DOE Project Officer during the project period of performance and will receive a copy of all DOE official correspondence related to the award, which is designated as Kiahna Burney, Program Manager, Energy Programs; Kiahna.Burney@maryland.gov; 301-429-7793.</p> <p>"DHCD will work diligently throughout the year to redefine our PAC by establishing a State Plan Technical Review Committee made up primarily of Subgrantees and a PAC more closely aligned with the intent of 10 CFR 440.17 "Policy Advisory Council".</p>
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U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: Maryland, State of
Award number: EE0007925

Budget period: 07/01/2018 - 06/30/2019

1. **PERSONNEL** - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B.

Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

Position	Description of Duties of Professionals
Program Manager	Manages daily operations, joint venture activity, negotiates and resolves program audits, coordinates monitoring activities, establishes program policies and supervises WAP staff.
Compliance Officer	80% of the Compliance Officer's salary will be charged to T&TA. The Compliance Officer oversees the fiscal and programmatic compliance of the subgrantees of the program, functioning as an independent and objective body that reviews and evaluates fiscal and programmatic compliance issues/concerns within an organization. The position ensures that subgrantees are in compliance with the rules and regulations and that company policies and procedures are being followed.
Quality Assurance Inspector	Sixty percent of this position will be charged to T&TA. The Quality Assurance Inspector conducts comprehensive monitoring visits and prepare reports for the WAP activities reviewed during the visit and provide follow-up with local agencies to clear unresolved and outstanding issues.
Compliance Officer	10% of the Compliance Officer's salary will be charged to Admin. The Compliance Officer oversees the fiscal and programmatic compliance of the subgrantees of the program, functioning as an independent and objective body that reviews and evaluates fiscal and programmatic compliance issues/concerns within an organization. The position ensures that subgrantees are in compliance with the rules and regulations and that company policies and procedures are being followed.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Program Manager	\$74,000.00	100.0000 % FT	\$74,000.00
Compliance Officer	\$69,000.00	80.0000 % FT	\$55,200.00
Quality Assurance Inspector	\$53,000.00	80.0000 % FT	\$42,400.00
Compliance Officer	\$69,000.00	10.0000 % FT	\$6,900.00
		Direct Pay Total	\$178,500.00

2. **FRINGE BENEFITS**

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.

The fringe cost rate is approved by the U.S. Department of Health and Human Services. The latest date of the agreement is September 26, 2016. A copy of the rate agreement is attached.

- b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Program Manager	\$74,000.00	43.2099 %	\$31,975.33
Compliance Officer	\$55,200.00	40.7210 %	\$22,477.99
Quality Assurance Inspector	\$42,400.00	45.2500 %	\$19,186.00
Compliance Officer	\$6,900.00	27.5900 %	\$1,903.71
		Fringe Benefits Total	\$75,543.03

3. TRAVEL

- a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
In state travel days for quality assurance inspections, administrative and financial monitoring visits, on-site agency training, outreach support, and general oversight. Costs calculated on a per-day average of \$250.00 per day which includes per diem, hotels, and mileage.	52	\$250.00	\$13,000.00
In State and Out of State travel calculated at \$2,500 per week long trip for conferences, including airfare, hotels, per diem, and conference fees.	8	\$2,500.00	\$20,000.00
		Travel Total	\$33,000.00

- b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

Weatherization Staff attend annual conferences to include but are not limited to the National Association for State Community Services Programs and the Home Performance (HPC) conference to stay abreast of the latest program updates, guidance and best practices for strengthening program operations as well as share and learn new innovative ways to provide efficient energy conservation services to our customers. The estimates are based on expenses from previous attendance; For in State travel, estimates are based on past monitoring visits.

4. **EQUIPMENT** - Equipment is generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year.

- a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

Equipment	Unit Cost	Number	Total Cost	Justification of Need
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- b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

Cost for equipment will not be charged to the grant. Any equipment charges will be paid with non-DOE funds.

5. **SUPPLIES** - Supplies are generally defined as an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance.

- a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

General Category	Cost	Justification of Need
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Office Supplies	\$5,000.00	General office supplies for program administration such as organizers, calendars, paper, pens, binders, envelopes, and file folders.
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Materials and Supplies Total	\$5,000.00
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- b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

General office supplies and printing for weatherization staff will be necessary in order to develop training materials for subgrantees. Prior expenditures for office supplies have averaged \$6,695.

6. CONTRACTS AND SUBGRANTS - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e. weatherization subgrants, Annual File section IV.1).

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Subgrantee Admin	\$133,834.00	Subgrantee Admin
Subgrantee Program Operation	\$1,643,251.00	WAP Program Operation
Grantee T&TA	\$250,000.00	DHCD will competitively contract with a service provider to train, test, and provide technical assistance to the network in technical, fiscal and overall program management.
Subgrantee T&TA	\$30,489.00	For training and technical assistance activities of subgrantees.
Subgrantee Health & Safety	\$313,000.00	Subgrantee Health & Safety
Contracts and Subgrants Total	\$2,370,574.00	

*For example, Competitive, Historical, Quote, Catalog

7. OTHER DIRECT COSTS - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

- a. Please provide a General Description, Cost and Justification of Need.

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
Printing/Educational Materials	\$2,836.00	Printing and Educational Materials for outreach.
MCAP Conference Fees	\$5,500.00	DHCD sponsors and participates in the Maryland Community Action Partnership Annual Conference. Program updates are given and technical training is provided to the subgrantees.
Vehicle Maintenance	\$2,920.00	Regular maintenance on vehicles.
NASCSP Membership Dues	\$2,800.00	The National Association for State Community Services Programs provides critical services to States that are essential. Some of those services include keeping States informed of critical issues, research, and resources; customization of opportunities for network and training, providing personalized strategies and support and working to strengthen and maintain partnerships with federal funding sources.
Other Direct Costs Total	\$14,056.00	

- b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

Printing and educational materials for weatherization staff are necessary in order to increase production and provide education. It is estimated that \$2,836 will be needed.

Training and technical assistance and monitoring activities are conducted with Maryland State vehicles. It is estimated that \$2,920 will be needed for maintenance on those vehicles.

All costs included in Other Direct Costs are properly segregated from indirect costs to ensure there are no duplicate charges.

All costs proposed are only being used in support of the WAP Program.

8. INDIRECT COSTS

- a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.

Yes, approval is granted by the U.S. Department of Health and Human Services at 93.98%. It was last approved on September 26, 2016. Indirect costs will not be charged to this grant due to the size of the award. A copy of the rate agreement is attached.

- b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name: Ruth Putnam

Phone Number: 3014297583

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: MD Grant Number: EE0007925 Program Year: 2018

Name:	Allegheny County Resources Development Commission	Contact:	Susan Malone	
		DUNS:	084997493	
Address:	125 Virginia Ave. Cumberland, MD 21502-0000	Phone:	(301) 783-1713	
		Fax:	(301) 777-5890	
		Email:	smalone@allconet.org	
Counties served:	ALLEGANY County WASHINGTON County	Tentative allocation:	\$ 88,952.00	Congressional districts served: <u>CD</u>
		Planned units:	10	MD-06
		Type of organization:	Non-profit organization	MD-06
		Source of labor:	Agency and Contractors	
Name:	Baltimore City Department of Housing & Community Development	Contact:	Toya Sykes	
		DUNS:	140231759	
Address:	417 East Fayette St., 3rd Floor Baltimore, MD 21202-0000	Phone:	(443) 984-1066	
		Fax:	(410) -	
		Email:	toya.sykes-coates@baltimorecity.gov	
Counties served:	BALTIMORE City	Tentative allocation:	\$ 353,474.00	Congressional districts served: <u>CD</u>
		Planned units:	23	MD-07
		Type of organization:	Unit of local government	MD-02
				MD-03
				MD-07
				MD-03
				MD-02
		Source of labor:	Agency	
Name:	Civic Works, Inc.	Contact:	Dion Wright	
		DUNS:	947587200	
Address:	2701 St. Lo Dr. Baltimore, MD 21213-1100	Phone:	(410) 366-8533	
		Fax:	() -	
		Email:	dwright@civicworks.com	
Counties served:	HARFORD County	Tentative allocation:	\$ 75,285.00	Congressional districts served: <u>CD</u>
		Planned units:	10	MD-01
		Type of organization:	Non-profit organization	
		Source of labor:	Agency and Contractors	
Name:	Community Action Council of Howard County	Contact:	Bitia Dayhoff	
		DUNS:	965824212	
Address:	6751 Columbia Gateway Drive, 2nd Floor Columbia, MD 21046-1934	Phone:	(410) 313-6318	
		Fax:	(410) 313-6479	
		Email:	bdayhoff@cac-hc.org	
Counties served:	MONTGOMERY County HOWARD County	Tentative allocation:	\$ 611,101.00	Congressional districts served: <u>CD</u>
		Planned units:	85	MD-03
		Type of organization:	Non-profit organization	MD-03
				MD-07
				MD-07

DOE F 540.5

(08/05)

U.S. Department of Energy

OMB Control No: 1910-5127

Expiration Date: 02/29/2020

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: MD Grant Number: EE0007925 Program Year: 2018

Source of labor: Agency and Contractors

Name:	Community Assistance Network, Inc.	Contact:	Ed Palau
		DUNS:	602843898
Address:	7900 East Baltimore Street Baltimore, MD 21224-0000	Phone:	(410) 285-4674
		Fax:	(410) 285-6707
		Email:	epalau@canconnects.org
Counties served:	BALTIMORE County CECIL County PRINCE GEORGE'S Count	Tentative allocation:	\$ 598,088.00
		Planned units:	65
		Type of organization:	Non-profit organization
		Congressional districts served:	CD MD-06 MD-01 MD-06 MD-02 MD-03 MD-01 MD-07 MD-02 MD-07 MD-03

Source of labor: Agency and Contractors

Name:	Frederick Community Action Agency	Contact:	Mike Spurrier
		DUNS:	619357650
Address:	100 South Market Street Frederick, MD 21701-0000	Phone:	(301) 600-1506
		Fax:	(301) 662-9079
		Email:	mspurrier@cityoffrederick.com
Counties served:	FREDERICK County WASHINGTON County	Tentative allocation:	\$ 91,037.00
		Planned units:	10
		Type of organization:	Unit of local government
		Source of labor:	Agency and Contractors
		Congressional districts served:	CD MD-08 MD-06

Name:	Garrett County Community Action Committee, Inc.	Contact:	Duane Yoder
		DUNS:	069404523
Address:	104 East Center Street Oakland, MD 21550-1328	Phone:	(301) 334-9431
		Fax:	() -
		Email:	dyoder@garrettcac.org
Counties served:	GARRETT County	Tentative allocation:	\$ 17,142.00
		Planned units:	2
		Type of organization:	Non-profit organization
		Source of labor:	Contractors
		Congressional districts served:	CD MD-06 MD-06

Name:	Housing Authority of St. Mary's County, MD	Contact:	Dennis Nicholson
		DUNS:	22516140
Address:	21155 Lexwood Drive Suite C Lexington Park, MD 20653-0000	Phone:	(301) 866-6590
		Fax:	(301) 737-5628
		Email:	dnicholson@stmaryshousing.org

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: MD Grant Number: EE0007925 Program Year: 2018

Counties served:	ST. MARY'S County CALVERT County PRINCE GEORGE'S Count ANNE ARUNDEL County CHARLES County	Tentative allocation: \$ 212,211.00 Planned units: 24 Type of organization: Unit of local government Source of labor: Contractors	Congressional districts served:	<u>CD</u> MD-01
Name:	Human Services Programs of Carroll County, Inc.	Contact: Angela Gustus DUNS: 609218045	Address:	10 Distillery Drive Westminster, MD 21158
Counties served:	CARROLL County	Tentative allocation: \$ 36,600.00 Planned units: 5 Type of organization: Non-profit organization Source of labor: Contractors	Congressional districts served:	<u>CD</u> MD-01
Name:	SHORE UP! Inc.	Contact: Freddy Mitchell DUNS: 82603028	Address:	520 Snow Hill Road Salisbury, MD 21804-0000
Counties served:	QUEEN ANNE'S County TALBOT County KENT County CAROLINE County DORCHESTER County WORCESTER County WICOMICO County SOMERSET County	Tentative allocation: \$ 232,573.00 Planned units: 26 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> MD-02

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007925, State: MD, Program Year: 2018)

This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

Provide a description of the definition of income used to determine eligibility

Determination for eligibility takes place in two steps: first, eligibility of the client from the application, and second, eligibility of the dwelling following a site visit or audit. Households with documented income at or below 200% of poverty or who will be eligible for assistance under the Low-Income Home Energy Assistance Program (LIHEAP) are eligible for weatherization services.

Income eligibility for assistance at Maryland's LIHEAP limit of 175 percent of poverty is defined under the Low Income Home Energy Assistance Act of 1981.

Additionally, for those clients above 175 percent but are at or below 200 percent of poverty, DHCD will qualify clients in accordance with 10 CFR 440.22. Income eligibility is defined under "income eligibility and exclusions" identified in the DOE WPN 18-3.

Describe what household eligibility basis will be used in the Program

DHCD has partnered with the Maryland Department of Human Resources (DHR), Office of Home Energy Programs (OHEP) which administers the Low-Income Home Energy Assistance Program (LIHEAP). DHCD is a subgrantee recipient of LIHEAP funds received from DHR OHEP for the Maryland Energy Assistance Program (MEAP).

Through this partnership, DHCD has access to the DHR OHEP database to download the list of households on a monthly basis that have been certified as income eligible for LIHEAP/MEAP services. Once the list is retrieved, DHCD designates the eligible applicants by territory and assigns cases to the subgrantees.

Any cases that are assigned by DHCD are in addition to the subgrantee's responsibility to effectively conduct outreach and client intake to solicit applications from eligible households of potential weatherization projects.

Both DHCD and Maryland's Local Weatherization Agency (LWA) subgrantees will conduct intake and certification procedures for households that exceed the MEAP income limits of 175 percent of poverty but are at or below 200 percent of the OMB poverty limits. This will be done at the time of intake for customers applying for services.

All applications certified eligible expire 12 months from the date of certification and must re-apply.

DHCD also provides outreach to customers that do not receive assistance through the LIHEAP program through presentations and informational brochures provided at community centers, community action agencies and local government offices. DHCD also attends community energy fairs to provide information on the WAP program.

Describe the process for ensuring qualified aliens are eligible for weatherization benefits

DHCD uses the OHEP application certification process to determine eligibility for LIHEAP/MEAP and DOE WAP services and citizenship status is requested on the application.

An individual with Qualified Alien status is counted as a household member when determining WAP eligibility. Income from a Non-Qualified Alien household member must be documented and included as household income. The Non-Qualified Alien is not counted as a household member. All information must be documented in the client file by the subgrantee.

LIHEAP/MEAP eligible households are referred to DOE WAP.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007925, State: MD, Program Year: 2018)

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

The process is consistent with DOE Regulations, which allows States to use LIHEAP eligibility criterion as the basis of eligibility under WAP, provided that the LIHEAP basis is at least 200 percent of the poverty level and that the same basis is used throughout the State. Household eligibility is determined by the Department of Human Resources (DHR), Office of Home Energy Programs (OHEP), which administers LIHEAP. DHCD's partnership with DHR, OHEP provides direct access to the OHEP database for a monthly list of low income households that have been certified as eligible by the OHEP intake staff. DHCD retrieves the list and assigns cases to the subgrantees. An executed copy of the certified eligible application of each client is maintained at DHR and is accessible upon request by DHCD.

DHCD and Maryland's Local Weatherization Agency (LWA) subgrantees will conduct intake and certification procedures for households that exceed the LIHEAP/MEAP income limits of 175 percent of poverty to 200 percent of the OMB poverty limits. Subgrantees are required to document the household income as part of a client's file.

Verification of the household's income information from all sources is recorded on the application and remains in the client's file. Subgrantees must document and verify clients who are homeowners and obtain landlord permission for clients who are tenants prior to beginning work. 10 CFR 440.22 (2) eligible buildings are those that contain a member who has received cash assistance payments under Title IV or XVI of the Social Security Act or applicable State or local law at any time during the 12-month period preceding the determination of eligibility for weatherization assistance.

Describe Reweatherization compliance

Previously weatherized units post-2009 are maintained in DHCD's Hancock program management database. Pre-2009 units are maintained by Access database. All aspects of the completed unit are easily identified by subgrantee, funding source, cost and measures completed. If the unit is in the database, the software will acknowledge a duplicate address and deny further access to proceed without DHCD authorization. If a residence is not in the Hancock or Access database, each agency has the ability to visually identify a previously weatherized unit upon audit. At that point, if previous weatherization work has been completed, the file is denied and processed according to those guidelines per the POM.

Reweatherization

Generally, WAP services are provided only once for each dwelling unit. However, DOE regulations allow that units weatherized September 30, 1994 and earlier and under the conditions identified in 440.18(f)(2) may be re-weatherized.

Units that are re-weatherized will be counted toward the per-unit average cost but must be tracked separately from newly weatherized units.

DHCD does not allow the re-weatherization of units completed after September 30, 1994.

Describe what structures are eligible for weatherization

Eligible structures

The dwelling must have a physical address in Maryland. Eligible structures may include a stationary mobile home, house, building consisting of apartments, group of rooms, or a single room occupied as separate living quarters (including historic properties), and qualified shelters or other group facilities. Prior approval from DHCD is required for group homes, shelters, and single room occupancy situations.

A qualified dwelling is eligible for weatherization services if it:

- 1) Is occupied by an eligible household; and
- 2) Has not been previously weatherized or was weatherized prior to September 30, 1994; and
- 3) The dwelling does not require deferral (this does not necessarily prevent the building from receiving WAP services in the future if all deferral conditions are satisfied within a reasonable time).

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007925, State: MD, Program Year: 2018)

Government institutions, halfway houses, nursing homes, recreational vehicles (RVs), cars, trucks, non-stationary campers and trailers, and tents are not eligible dwellings and are not eligible for weatherization services. Properties having only a commercial use are not eligible for weatherization. Commercial use spaces of mixed use buildings are not eligible for weatherization. However, the owner of the commercial space could have weatherization work performed on the commercial space at the same time as residential weatherization activities occur provided the owner pays the contractor directly with non-federal funds.

DHCD does not have an approved multi-family energy audit. Projects having buildings containing in excess of 4 units per building will be reviewed on a case by case basis and submitted to the Program Officer for approval.

National Historic Preservation Act DHCD has an approved SHPO Programmatic Agreement in place and on file with DOE for measure approval and review requirements for properties that are in excess of 45 years old. A program comment was issued by the ACHP on March 11, 2013 pursuant to 36 CFR 800.14 (e), published in the Federal Register on March 14, 2013, and extends the duration of the existing 44 Programmatic Agreements – and any future agreements that may be executed under the prototype Programmatic Agreement – until December 31, 2020.

Most weatherization measures do not require further review. If the proposed work is not an excluded activity listed in Exhibit I of the PA, the subgrantee or Energy Auditor must provide the following project information to the DHCD historical review contractor.

Digital photographs showing general views of all sides of the exterior of the building.

Digital photographs showing the features that will be affected by the proposed work (e.g. the window to be repaired for example).

List the work to be undertaken, for example; replace damaged main entry solid wood door with acceptable insulated fiberglass door.

No work may begin until the project has been reviewed and approved in writing by the DHCD historical review contractor.

Once approved or denied, the DHCD Historical Review Contractor will notify the subgrantee and DHCD with the results of the review by email and the project is released in Hancock.

Describe how Rental Units/Multifamily Buildings will be addressed

DHCD's policy regarding rental units is outlined in DHCD's Program Operations Manual (POM), and generally states.

1. Subgrantees must obtain landlord permission for clients who are tenants prior to beginning work.
2. Benefits of the services accrue primarily to the low-income tenants,
3. Tenants receiving services provided by weatherization work are protected, for a minimum of one year, against rent increases due to the weatherization work that was completed
4. No undue property enhancements occur as a result of the weatherization process. DHCD seeks landlord contributions for weatherization improvements when feasible.

Landlords must sign the Building Owner Agreement (see DHCD Program Operations Manual) for work to occur within said building. This form also states the criteria for accruing benefits to the tenants, including the provision for not raising rents for a negotiated period of time, but not less than one (1) year. However, rents are allowed to be raised for cause not related to the received weatherization.

Undue property enhancements are prohibited with DOE funds. Improvements are limited to cost effective energy saving activities and associated incidental repairs, where the SIR of the combination of improvements does not fall below 1.0.

Weatherization services are generally required to occur as a whole building system; meaning, the whole building, is to receive weatherization services whether a multi-unit building or single family home. There are very few cases where it is appropriate for individual units within a multi-unit building to receive services. Such instances must be submitted to DHCD for review. DHCD will submit the project to its Project Officer if the individual unit project appears to be warranted.

Eligibility for multi-unit projects is determined using the 50%/66% rule per CFR 440.22(2). Not less than 66 percent (50 percent for duplexes and four-unit buildings, and certain eligible types of large multi-family buildings) of the dwelling units in the building must be income eligible.

Additionally, HUD qualifies multifamily buildings on a case-by-case basis upon request. Requests should be made to DHCD and DHCD will submit the request to its DOE Project Officer for review. Subgrantees will comply with WAP Memorandum 016: Multifamily Housing- HUD Lists.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007925, State: MD, Program Year: 2018)

Describe the deferral Process

Per WPN 17-7 and DHCD's Health and Safety Plan and Program Operations Manual, units may be deferred on a case by case basis. Reasons for deferral are identified at the time of the Energy Audit. Subgrantees are required to consult with a DHCD Quality Assurance Inspector before deferral and completely list the cause(s) for deferral on the DHCD Deferral form, upload it to Hancock and notify the client per the guidelines in the POM. Subgrantees should strive to work with applicants to resolve conditions where a deferral has been issued. Subgrantees are expected to pursue reasonable options and referrals on behalf of the dwelling owner and to exercise appropriate judgment in dealing with challenging situations. Subgrantees should not defer service due to the presence of a hazard without pursuing reasonable options to identify other resources to address the identified hazard(s). Whenever appropriate, educational information on how to address the hazard should be shared with the occupant. An example of educational materials is the EPA booklet "Renovate Right." The subgrantee will select the deferred option in the Hancock Energy Software database so that the information is maintained electronically in the client file.

Deferral Examples may include, but are not limited to:

- 1) There is a question about the reported household size.
- 2) There is a question about the reported income.
- 3) The client has known health conditions that prohibit the installation of insulation and/or other weatherization materials.
- 4) The client is uncooperative, abusive, or threatening to the crew, subcontractors, auditors, inspectors, or others who must work on or visit the house.
- 5) Illegal activities are being conducted in the dwelling unit.
- 6) There are health and safety issues beyond the scope of the WAP that prevent the installation of weatherization measures.
- 7) The structural integrity of the home is in a condition that prevents weatherization materials from being effectively installed.
- 8) The customer refuses work items that have a higher Savings to Investment Ratio (SIR) value than remaining measures. Subgrantees shall then defer all services to the customer.
- 9) A building cannot be adequately weatherized with available funds. Adequate, means all necessary and appropriate measures to make the weatherization successful without causing harm to occupants, workers, the building or other installed measures.
- 10) Conditions identified in the H&S plan.

V.1.3 Definition of Children

Definition of children (below age): 5

V.1.4 Approach to Tribal Organizations

☐ Recommend tribal organization(s) be treated as local applicant?

If YES, Recommendation. If NO, Statement that assistance to low-income tribe members and other low-income persons is equal.

Assistance to low income tribe members will be the same as for all low income persons in Maryland.

V.2 Selection of Areas to Be Served

DHCD competitively selects local governments or 501c3 nonprofits for WAP services with preference given to local government applicants in accordance with CFR 440.15. From those agencies or 501c3 nonprofits selected by the competitive process, DHCD will select certain supplementary agencies or 501c3 nonprofits to provide support in a jurisdiction in the event that performance is substandard.

DHCD's network of subgrantees provides weatherization services statewide. If it has been determined that a Subgrantee cannot fulfill their contractual obligations, steps may be implemented to redistribute allocated funds to other Subgrantees. These funds will be redistributed to the nearest Subgrantee, if feasible, to provide services in the same general geographical area. When sufficient applicants are available, DHCD designates a primary agency and a

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007925, State: MD, Program Year: 2018)

secondary agency in each county.

DHCD will identify capable subgrantees to provide or be positioned to provide supplementary support in anticipation of potential changes in subgrantee infrastructure and/or performance. Reallocating funds or supplying referrals to these 'backup' subgrantees will allow DHCD to quickly mitigate any potential impacts or interruptions in service to areas where subgrantees experience problems delivering the desired level of production or quality of weatherization services.

DHCD has completed the selection process to add two new subgrantees to the 2018 MD WAP. The new subgrantees are included on the Annual File and will cover Harford and Carroll Counties.

V.3 Priorities for Service Delivery

Subgrantees are required to use the Client Priority Score as determined by Hancock to determine the order in which services are delivered to ensure the most vulnerable households are serviced first as defined by 10 CFR 440.3. All priorities are scored equally however, in cases where all priorities are equal, time on waiting list shall be used as the final deciding factor:

1. Priority for Households with a High Energy Cost Burden: One (1) priority is given to households with a high energy cost burden.
2. High Residential Energy Users: One (1) priority is given to high residential energy users.
3. Priority for Elderly: One (1) priority is given to households with elderly residents. Elderly is defined as age 60 or older.
4. Priority for Persons with Disabilities: One (1) priority is given to households where persons with disabilities reside.
5. Priority for Children: One (1) priority is given to households where children under 5 years old reside.

Additionally, at-risk clients with valid medical documentation as described in the Health and Safety Plan, will receive the highest priority. Subgrantees may also schedule work with reduced regard to priorities where projects are able to coordinate work with other funding sources.

V.4 Climatic Conditions

The state of Maryland has two distinct climates. Average temperatures in western Maryland are 65 °F in July and 28 °F in January. Average temperatures in eastern Maryland are 75 °F in July and 35 °F in January.

The average heating degree hours are thirty year averages utilized by our Hancock Energy Software for our program. In counties without reporting stations and some without complete data for thirty years, data from nearby stations was used. Please see attached table.

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

Decisions as to which Energy Conservation Measures (ECM's) are to be installed are determined by the DOE approved energy audit results and 10 CFR 440 Appendix A and in accordance with the Field Guide and SWS.

The language in the Weatherization Agreements state, "WHEREAS, the Program is also governed by the State Regulations set forth in COMAR 05.04.14 (the "State Regulations"), the Program Operations Manual (the "Manual") and the Weatherization Field Guide/SWS ("Field Guide"). The Energy Conservation and Production Act (the "Act"), Federal Regulations including the Special Terms and Conditions (the "DOE Terms"), State Regulations, Field Guide and the Manual are hereinafter referred to collectively as the Program Guidelines and are incorporated herein;" Upon execution of the agreement, subgrantees acknowledge the expectations and SWS specifications for work quality and performance outlined in WPN 15-4, Section 2.

The Field Guide and Program Operations Manual was distributed to each agency during the 2015 Annual Network Meeting. Each agency executed an acknowledgement of receipt form which is maintained in the subgrantee file. Additionally, both the Field Guide and Program Operations Manual can be found at DHCD's website <http://dhcd.maryland.gov/Pages/EnergyEfficiency/default.aspx>

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007925, State: MD, Program Year: 2018)

The current Field Guide expires March 2018. DHCD is in the process of moving to a newly formatted Field Guide known as the "Deck of Cards" created by Santa Fe Community College. Once the new "Deck of Cards" for Maryland has been approved by DOE, it will be implemented in MD WAP during this Program Year. Additionally, the Program Operations Manual is currently being revised and will also be implemented during this Program Year. In the interim, subgrantees will continue to use the existing Guides and materials.

Audit Local Weatherization Agency (LWA) staff will perform a comprehensive energy audit of each home to identify the problems in the building that promote air movement, heat loss and heating system inefficiency. The auditor will use the blower door, furnace efficiency testing equipment and other devices to determine the levels of efficiency and any health and safety issues with existing combustion appliances. The auditor will also assess health and safety issues requiring abatement prior to service delivery. Local agency staff will use the Hancock Energy Audit Tool (HEAT) to model the house and determine the most cost-effective measures. The HEAT tool will model the house and based on a number of custom factors specific to each home, will determine the best measures for treating the problems identified in the energy audit, including the selection of materials best suited for correcting the deficiencies. Detailed technical guidance for audit procedures can be found in the POM.

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

- | | |
|-------------------------------|---|
| Single-Family : | HEAT energy modeling tool, approved 3/3/2016. Multiunit developments of buildings with 4 and fewer units not centrally heated/cooled and single family dwelling units are included with this tool. |
| Manufactured Housing : | DHCD use of the MHEA audit was last approved by DOE on September 20, 2011 and has since expired. Manufactured homes are currently receiving services via DHCD's utility funded EmPOWER LIEEP program until DOE approval to use the HEAT audit tool is obtained. |
| Multi-Family : | DHCD is not approved for auditing multifamily buildings in excess of 4 units or where units are centrally heated/cooled. DHCD will submit multifamily projects to DOE for approval on a case by case basis. |

Comments

V.5.3 Final Inspection

100% of WAP units receive a quality control inspection by the subgrantee to ensure that all work meets the specifications per WPN 16-8 auditing protocol, WPN 15-4 Quality Work Plan requirements, DOE guidelines, CFR.440, the POM, and the 2015 DHCD Maryland Field Guide. The 2015 Maryland Field Guide includes applicable SWS by which the QCI is required to assess each project.

Units are not reported to DOE as complete until the project passes a subgrantee final inspection.

Quality Control Inspectors must possess the Home Energy Professional Quality Control Inspector certification verifying the individual has the required DOE credentials to conduct an inspection.

The purpose of the Quality Control Inspection is:

- To provide services in a manner that meets the highest level of professionalism and to comply with standards established by DHCD, DOE, and the industry; and
- To provide services in a timely fashion and with the highest level of resource accountability possible in accordance with the scope of work provided.

The following are mandatory for QC Inspectors:

- Each person performing a Quality Control inspection on a WAP job must be certified as a Home Energy Professional Quality Control Inspector. The Subgrantee is responsible for ensuring that all Quality Control Inspectors are adequately trained and credentialed. Proof of QCI certification is required from every Subgrantee. Copies of certifications must be sent to DHCD before QCI activities are authorized.
- Quality Control Inspectors must be independent of the work they are inspecting. The Quality Control Inspector cannot be the same individual who audited the property or performed any of the work for the property they are inspecting.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007925, State: MD, Program Year: 2018)

It is the responsibility of the Quality Control Inspector to ascertain the completeness and quality of work of each dwelling unit before certifying in the Hancock system that the unit is complete and submitting an invoice.

Every client file must contain a signed Quality Control Inspection Form that certifies that the unit has had a final QC inspection and meets the required standards.

Quality Control Inspections must contain these elements at a minimum:

- Perform a blower door test to verify results of air infiltration reduction achieved;
- Perform a combustion efficiency test of the central heating system (fossil fuels) and all combustion based appliances.
- Perform a walkthrough inspection of the property to verify the comprehensiveness of audit, installation of materials as recorded on the Work Order per the Maryland DHCD 2015 Field Guide, POM and DOE regulations. Verification that all measures meet SWS objectives is mandatory.
- Document customer comments and obtain customer signature on the appropriate forms which verify the work performed; and E. Certify completeness and quality of all items listed in the work scope in HEAT.

Quality Assurance Inspections

WAP Quality Assurance (QA) Inspectors are required to review not less than 5% of units completed by each subgrantee, and provide T&TA on a continuing basis equally. If production for the agency is slipping, or the QA Inspector finds a pattern of missing or inferior work in their random sampling, a higher percentage or all dwelling units of that agency may be inspected, with increased T&TA until the jobs are considered resolved and the agency is back on track to meet production goals. Continued poor quality work may result in suspension of reimbursement for jobs, suspension, and ultimately termination of contract if issues cannot be resolved.

All DHCD QA Inspectors are HEP Quality Control Inspectors. New hires already have their QCI certification or will test for certification within 60-days of hiring.

DHCD QA staff will primarily inspect only those units that have been certified as complete in the Hancock system by the Quality Control (QC) Inspector. However, random in-progress inspections will also be performed.

If a unit is rated "Poor" the contact person at the agency will be notified via email by the QA Inspector and an automated email from HEAT advising of the QA Inspector results. The agency must access HEAT and create a work order of all outstanding items (see POM, Appendix D, Hancock Manual for specific process). The software will email the subgrantee informing that a call back work order has been created. Once the outstanding items are completed and certified by the QC Inspector, the call back work order is completed and the software will email the QA Inspector that the unit is ready for reinspection.

DHCD understands that "Poor" rated units will occur periodically. However, after a comprehensive inspection that has been certified by the subgrantees QC Inspector, measures rated "Poor" by WAP QA Inspectors should be relatively minor and infrequent. When QA Inspectors see a pattern of "Poor" rated units, inspection rates will increase from 10% to up to 100% until DHCD QA staff can verify that the trend has been interrupted by T&TA and subsequently improved performance.

Ongoing T&TA by DHCD QA Inspectors from audit to closeout stage is available if an agency wants to verify that their audit standards are acceptable, if challenges arise in the field, or if workmanship seems to be slipping. The DHCD HEAT technology officer is available for inhouse or remote training to resolve any program management software issues.

Visits to correct units that were rated, "Poor" must be scheduled within five days. Failure to adhere to this policy could result in the withholding of referrals, stopping payment on current invoices and, in extreme cases, suspension or removal from the WAP. If multiple "Poor" rated units are identified, DHCD will insist that all outstanding "Poor" units be resolved and request a corrective work plan from the agency to ensure future satisfactory work. Units rated "Poor" based on Health and Safety issues must be resolved within 24-72 hours depending on the seriousness of the issue as determined by DHCD Quality Assurance Inspector.

To briefly clarify standard QA inspection protocols, please note the following:

- A unit will be rated poor if materials reported as installed cannot be found
- A unit will be rated poor if measures were not installed to industry standards or to HEAT audit
- No unit will be rated poor for missed opportunities regarding air infiltration reduction unless the inspector uses a blower door and can verify that substantial air leakage still exists;
- A unit may be rated poor if major WAP services or leveraging opportunities were missed (e.g., no attic insulation installed and could have been, no furnace work performed etc.) and the file does not indicate why the service was omitted.
- A unit will be rated poor if health and safety measures are still required to protect the family.

Enforcing HEP QCI Standards

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET**

(Grant Number: EE0007925, State: MD, Program Year: 2018)

As the Maryland weatherization program integrates the HEP QCI into the standard training regimen required by DOE, it is imperative that DHCD's Quality Assurance team enforce the standards and practices identified in the QCI training. All current DHCD inspectors will be HEP QCI certified inspectors and newly hired DHCD inspectors must receive training and certification in order to perform independent Quality Assurance inspections. In the course of routine QA inspections they will review work against the SWS standard along with the Maryland Field Guide and the policies in the Maryland Weatherization Program Operations Manual (POM).

When a QA inspection reveals that the LWA QC inspection has failed to meet the standards prescribed by the SWS, HEP QCI training, Maryland Field Guide, and the POM, DHCD will follow a progressive chain of correction to address the failure. Failure to meet the prescribed standards will be categorized as either "Health & Safety" or "General". The action taken will vary depending on the category of the failure.

QC Fail - Health & Safety:

1. Any identification of a QC failure that results in a Health and Safety issue will trigger delivery of T&TA for the LWA Inspector who performed the QC inspection. DHCD's QA Inspector will contact the LWA and schedule an onsite T&TA tailored to the issue identified. The issue will be corrected on site and the correction will be verified by the QA Inspector. The incident will be documented in Hancock.
2. A second identification of a QC failure that compromises Health and Safety will result in additional T&TA to include the principles of the LWA and the other field staff who interacted with the job. The issue will be corrected onsite and the correction will be verified by the QA Inspector. The incident will be documented in Hancock.
3. If DHCD identifies a third QC failure that compromises Health and Safety within 6 months of the first failure, DHCD will suspend the QC Inspector from performing QC inspections. The issue will be corrected onsite and the correction will be verified by the QA Inspector. The incident will be documented in Hancock. The Subgrantee will be required to provide additional training for the suspended inspector as specified by the QA Inspector.

QC Fail - General:

1. The first QC failure that results in poor work under the "general" measure category will be addressed with a QA "poor" and an email sent through Hancock ordering correction with an additional explanation of the deficiency. The explanation will reference specific sections of the Maryland Field Guide and the POM. The incident will be documented in Hancock.
2. A second occurrence will trigger a T&TA tailored to the specific issue. T&TA will be delivered onsite and will reference specific sections of the Maryland Field Guide and POM. Correction of the deficient work will be verified onsite by the DHCD QA Inspector. The incident will be documented in Hancock.
3. A third occurrence will result in additional T&TA to include the principles of the LWA and the other field staff who interacted with the job. The issue will be corrected onsite and the correction will be verified by the QA Inspector. The incident will be documented in Hancock.
4. A fourth occurrence of a poor QA will lead to suspension of the QC Inspector. The issue will be corrected onsite and verified by the QA Inspector. The incident will be documented in Hancock. The Subgrantee will be required to provide additional training for the suspended QC Inspector as specified by the QA Inspector.

V.6 Weatherization Analysis of Effectiveness

DHCD analyzes the effectiveness of weatherization measures performed by the Network Partners in these ways: The effectiveness of the local agency is assessed on their ability to meet production goals, pass QA inspection without reoccurring "Poor" ratings, produce accurate quarterly financial reports, effectively use the HEAT and Hancock tools, and by a compilation of data obtained by annual State monitoring visits to review local agency administrative, programmatic and quality control inspection activities.

These are assessed using these formats and compiling results in an ongoing effort to determine program effectiveness..

Quarterly reporting deliverables and discussion between DHCD Fiscal and Sr. Management and individual partners including:

- Expenses by each fund source,

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007925, State: MD, Program Year: 2018)

- Average cost per unit (ACPU),
- Administration and Program expenses,
- Health and Safety average,
- Number and dollar amount of projects in the pipeline,
- Projections for monthly production for the next quarter,
- Financial reports including the General Ledger.

Weekly reviews at HBEP staff meetings on LWA current status on these items:

- Quality Assurance results and T&TA visits
- Partner capacity and ability to meet production goals,
- Consistency in the use and continuous update the HEAT and Hancock tools,
- the percentage of contracted funds expended,
- high levels of Subgrantee staff turnover

Monthly reporting for MD State Stat covering: Production, T&TA visits numbers, "Poors", Units completed

Annual State monitoring visits as referenced in the monitoring section:

- DHCD will conduct comprehensive monitoring of each local agency at least once a year using the most up to date DOE Monitoring Guidelines and Checklist. The comprehensive monitoring visit will include review of:
 - Client files
 - Fiscal record management and A-133 audit review
 - Energy Audits/Work Orders,
 - Program coherence (including compliance with 10CFR440, 2CFR200, relevant OMB circulars and Weatherization Program Notices),
 - Subgrantees records including Procurement, Regulation, Insurance, Inventory and Report files,
- Inspection of at least 5 percent of the completed units or up to 10% when including units in the process of being weatherized.
- The Subgrantee will be briefed on the observations and findings generated by the monitoring visit while onsite, and DHCD will provide a written assessment of the monitoring process to the Subgrantee within 30 days, along with recommended next steps or corrective action if needed. Part of the findings or recommendations from the monitoring visit may include provision of technical assistance, additional recommendations for training and additional guidance and oversight related to fiscal record-keeping and processes. Any Subgrantees who receive a monitoring report with findings or recommendations for additional training will be contacted for a follow-up monitoring visit. Subsequent monitoring visits or technical assistance visits will be provided on a regular basis until any outstanding issues have been resolved.

V.7 Health and Safety

The Health and Safety Plan is attached to SF-424

V.8 Program Management

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007925, State: MD, Program Year: 2018)

V.8.1 Overview and Organization

The Weatherization Assistance Program in the State of Maryland is administered by Maryland's Department of Housing and Community Development (DHCD), a cabinet level agency of state government and Maryland's affordable Housing Finance Agency. DHCD's mission is to work with partners to finance housing opportunities and revitalize great places for Maryland citizens to live, work and prosper. Part of this mission involves working to ensure that Maryland citizens have housing that is safe and affordable, in neighborhoods that are vibrant and desirable. DHCD utilizes funding from a variety of State and Federal sources to accomplish this mission, with energy efficiency programs playing a key role in the preservation of affordability and safety in housing.

The Weatherization Assistance Program (WAP) is housed within DHCD's Housing and Building Energy Programs (HBEP), which also administers the EmPOWER Low Income Energy Efficiency Program (LIEEP), a low-income weatherization program similar to WAP that is funded through a ratepayer surcharge for electric customers. The HBEP unit also administers a market-rate energy efficiency lending program funded through the U.S. Department of Energy's Better Buildings program, and a "Targeted, Enhanced Weatherization Program" for customers in the Baltimore Gas and Electric service territory, funded through the Constellation/Exelon merger settlement. The HBEP unit receives additional funding to support low-income weatherization activities through the Regional Greenhouse Gas Initiative/Strategic Energy Investment Fund (RGGI/SEIF) provided by the Maryland Energy Administration and through Maryland Energy Assistance Program/Low Income Home Energy Assistance Program (MEAP/LIHEAP) provided by the Maryland Department of Human Resources.

The HBEP unit is overseen by the Director and Deputy Director of DHCD's Division of Development Finance, and operates with an HBEP Director and Deputy Director, program managers, a compliance officer, an administrative officer, an administrative assistant, an energy technology officer, a manager for operations, an intake team and a quality assurance inspection team that serve all programs.

The Program Manager provides the management, technical assistance, and administrative support for the program. Specific staff titles and their responsibilities are as follows:

Program Manager – Manages daily operations, manages joint activity of WAP, coordinates monitoring activities, negotiates and resolves program and fiscal audits, establishes program policies and supervises WAP staff. Oversees field operations of the local network, coordinates special training and technical assistance opportunities, implements new technologies and special projects.

Quality Assurance Officer – Conducts quality assurance evaluations, assists in leverage activities and assists in policy development.

Compliance Officer – Assists in the oversight of the program, analyzing data, supervising and accounting for expenditures of subgrantee program fund allocations and ensuring compliance of fiscal program regulations.

Administrative Officer – Operates the contract reimbursement system, performs data entry, updates the database and analyzes WAP activities, compiles federal and state report information, and performs contract processing, procurement and other administrative duties.

V.8.2 Administrative Expenditure Limits

No more than 10 percent of the new DOE grant funds will be used to administer the WAP at the state and local levels. Not less than 50 percent of the administrative funds (or 5 percent of the new grant amount) will be provided to local agencies to administer WAP projects. The balance of administrative funds will be used by DHCD to offset allowable administrative expenses. DHCD does not intend to alter administrative allowance to local agencies beyond the limits expressed herein.

V.8.3 Monitoring Activities

DHCD will follow the approach outlined in WPN 16-4 under "Grantee Monitoring of Subgrantees".

Ongoing Field Monitoring and T&TA - Not including inspection visits, WAP Quality Assurance Inspectors spend 10% of their time providing Training and Technical Assistance to subgrantees. If a subgrantee wishes to verify that their standards are acceptable, if challenges arise in the field, or if workmanship is unsatisfactory, DHCD QA Inspectors can immediately identify and address any issues with the subgrantees through the provision of technical assistance or

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007925, State: MD, Program Year: 2018)

additional training. Early identification and ongoing support limits unspecified and sudden drops in quality and production, and ensures a workforce that is well trained and producing consistently at a high level.

"Poor" rated units must be scheduled for resolution by subgrantees within five working days. Issues impacting occupant health and safety must be resolved within 24-72 hours, depending on the seriousness of their nature. Subgrantee failure to adhere to this policy could result in the withholding of referrals, back-charges, stopping payment on current invoices and, in extreme cases, suspension or removal from the WAP. DHCD requires that all outstanding "Poor" units be resolved in a timely manner and may request development and implementation of a corrective work plan, additional training, or additional T&TA for the Subgrantee. When DHCD QA Inspectors recognize a trend in units rated "poor", they may request that the subgrantee auditor attend QA Inspections to provide immediate-on-site T&TA with corrective action.

Program Oversight and Monitoring - DHCD will conduct comprehensive monitoring of each local agency at least once a year using the most up to date DOE Monitoring Guidelines and Checklist. The comprehensive monitoring visit will include review of:

- Client files
- Fiscal record management and A-133 audit review
- Energy Audits/Work Orders,
- Program coherence (including compliance with 10CFR440, 2CFR200, relevant OMB circulars and Weatherization Program Notices),
- Subgrantees records including Procurement, Regulation, Insurance, Inventory and Report files,
- Inspection of at least 5 percent of the completed units or up to 10% of units when including units in the process of being weatherized.

The Subgrantee will be briefed on the observations and findings generated by the monitoring visit while onsite, and DHCD will provide a written assessment of the monitoring process to the Subgrantee within 30 days, along with recommended next steps or corrective action if needed. Part of the findings or recommendations from the monitoring visit may include provision of technical assistance, additional recommendations for training and additional guidance and oversight related to fiscal record-keeping and processes. Any Subgrantees who receive a monitoring report with findings or recommendations for additional training will be contacted for a follow-up monitoring visit by the WAP Program Manager. Subsequent monitoring visits or technical assistance visits will be provided on a regular basis until any outstanding issues have been resolved. Noncompliance findings unresolved within forty-five days will be reported to DOE. Sensitive or significant noncompliance findings will be reported to DOE immediately. A detailed review of local agency records and inspections will be maintained by DHCD and be available at the request of DOE.

The results of this annual monitoring should be considered during annual planning and will be available at DHCD for DOE staff to review during their Grantee program monitoring visits.

Subgrantee failure to adhere to this policy and/or resolve monitoring findings could result in the withholding of referrals, back-charges, stopping payment on current invoices and, in extreme cases, suspension or removal from the WAP.

V.8.4 Training and Technical Assistance Approach and Activities

Training & Technical Assistance (T&TA) Plan

The Maryland Weatherization Network is comprised of LWAs with varying degrees of historical experience performing weatherization and related home renovation and human services. Maryland DHCD staff conducts ongoing assessments and tracks subgrantee effectiveness through desk monitoring, final inspections and field monitoring results. These activities are key in the evaluation of subgrantee performance and contracted resources engaged in service delivery. DHCD is working with the subgrantees in developing a process between productivity and energy savings to incorporate the development of T&TA activities.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007925, State: MD, Program Year: 2018)

DHCD considers all performance related reporting in developing all training strategy.

Individual subgrantee training needs and results are continuously tracked and training and monitoring is systematically adjusted to meet demands for all phases of administrative and production effectiveness and improvement goals.

The Department of Energy (DOE) allocates Training and Technical Assistance (T&TA) funding to support State program operations such as analysis, measurement and documentation of program performance, skill development, and local monitoring, to improve program effectiveness. To ensure consistent delivery of high-quality weatherization services, DOE - through a network of Weatherization Professionals, identified and developed a set of core competencies for the various staff positions that implement the Weatherization Program including the types of training required to increase levels of core competencies for these job categories. Increasing competency levels and workforce expertise helps assure that every home weatherized receives appropriate, properly installed cost-effective measures.

All Tier-1 and Tier-2 Training will be in compliance with DOE WPN15-4, Weatherization Field Guide SWS Aligned Edition and the current year State Plan/Master File and be provided quarterly throughout the year on an as needed basis.

To increase Maryland's WAP network expertise, numerous program training opportunities have been conducted with the goal to maximize energy savings, minimize production costs, improve quality of work, and foster management expertise, while reducing the potential for waste, fraud abuse and mismanagement. T&TA funds are primarily used to train State and local Weatherization staff on program operations, management, and technical topics. Staff members receive training at national and regional conferences, regional and state training centers, state and Subgrantee provided workshops, and in the field.

Subgrantees are required to have qualified weatherization staff (and contractors, as may be applicable) fully trained in the performance of individual functions.

Through monitoring review and assessments, the State coordinates with Subgrantees to determine types of training needed to strengthen Wx services. Based on the need of the Wx network, the State will continue to periodically provide training and workshops.

Subgrantees must ensure that Wx staff and contractors maintain required levels of training and certifications. DHCD requires that subgrantees evaluate their Wx workforce to determine the types of training needed. Each subgrantee's policy should be to encourage its staff, and that of its contractors, to attend training to strengthen worker competencies and skills.

The State allocates funding directly to the subgrantees for local staff, and sometimes contractor personnel, to attend program-related training. To facilitate contractor training, subgrantees are allowed to pay a per-diem for contractor personnel to attend training when it is designated as mandatory and has prior State approval. Subgrantees may charge the cost of training to the T&TA category and the employee's time for participation in the event under the labor category (program ops). Costs associated with training contractors that work within the Weatherization Program may also be charged to T&TA. Before being reimbursed, each program participant must show successful completion of the course with the earned certificate. These certificates are kept on file at DHCD to ensure that they are active and compliant with training deadlines.

The current Maryland WAP workforce is comprised of Grantee, Subgrantee and Contractor level Building Performance Institute (BPI) Certified Home Energy Professionals (HEP):

- o Grantee Certified Quality Control Inspectors (QCI)
- o Subgrantee Monitoring
- o Subgrantee Auditors
- o Subgrantee Certified QCI Inspectors
- o Subgrantee Crew Chief
- o Subgrantee Installers
- o Contractor Auditors
- o Contractor Crew Chief
- o Contractor Installers

Program Year 2018 Tier 1 Training

Projected T&TA budgets have been structured to allow continued re-assessment and supplemental training as determined necessary. DHCD will reimburse all Quality Control Inspector and Energy Audit personnel for the HEP Quality Control Inspector and HEP Energy Auditor training and testing. DHCD will pay for classes up to three attempts at testing for each inspector and will encourage participation by subcontractors in good standing with subgrantees that have been carefully screened and have agreed to execute retention agreements.

DHCD has successfully identified IREC accredited resources to provide NREL, JTA aligned, training both in state and in close proximity to Maryland that can deliver both single family and multi-family curriculums. Ongoing evaluation of resources will be conducted to evaluate and determine opportunities for best outcomes and cost effectiveness, prior to procurement of services. In 2018, DHCD plans to competitively contract with a service provider to train, test, and

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET**

(Grant Number: EE0007925, State: MD, Program Year: 2018)

provide technical assistance to the network in technical, fiscal and overall program management.

Program Year 2018 Tier 1 Training plan seeks to train as follows:

Additional BPI Certified QCI personnel and BPI Certified HEP Auditors

The following designates standard position-based training for specific program personnel:

DHCD Quality Assurance Inspectors must all be certified as HEP Quality Control Inspectors. Additionally, all must have at least BPI Building Analyst certification, OSHA 30, Certified Renovator, and Asbestos Awareness credentialed status.

Weatherization Network Training and Capacity

Task specific training requirements:

Installers shall have:

- o Certification of completion of the BPI HEP Retrofit Installer Technician (RIT) or skills, knowledge and abilities as outlined in NREL Job Tasks Analysis for the RIT
- o Certification of EPA Lead Repair Renovation and Painting (LRRP) training, and
- o Occupational Safety and Health Administration issued 10-hour Construction Safety certification card.

Crew Leaders shall have:

- o Certification of completion of the BPI HEP Crew Leader (CL) or skills, knowledge and abilities as outlined in NREL Job Tasks Analysis for the CL
- o Certification of completion of the BPI HEP RIT or skills, knowledge and abilities as outlined in NREL Job Tasks Analysis for the RIT
- o Certification of EPA Lead Repair Renovation and Painting (LRRP) training, and
- o Occupational Safety and Health Administration issued 10-hour Construction Safety certification card.

Energy Auditors shall have:

- o Certification of completion of the BPI HEP Energy Auditor (EA) or skills, knowledge and abilities as outlined in NREL Job Tasks Analysis for the EA
- o Building Analyst Professional or Envelope Professional Certification from the Building Performance Institute, Inc. (BPI).
- o Certification of EPA Lead Repair Renovation and Painting (LRRP) training, and
- o Occupational Safety and Health Administration issued 10-hour Construction Safety certification card.

Quality Control Inspectors shall have:

- o Certification of completion of the BPI HEP QCI
- o Building Analyst Professional or Envelope Professional Certification from the Building Performance Institute, Inc. (BPI).
- o Certification of EPA Lead Repair Renovation and Painting (LRRP) training, and
- o Occupational Safety and Health Administration issued 10-hour Construction Safety certification card.

To maintain QCI certification, re-testing on a 3-year cycle is required. The written exam can be skipped and only the field test re-taken if the holder of the certificate has acquired sufficient Continuing Education Units (CEUs) according to BPI's policy. Current policy requires at least 24 qualifying CEUs to maintain certification without re-taking the written exam. View [BPI's QCI Certification Scheme Handbook](#) for more details about maintaining certification.

Program Year 2018 Tier 2 Training:

In 2018, DHCD plans to competitively contract with a service provider to train, test, and provide technical assistance to the network in technical, fiscal and overall program management. DHCD staff will provide Tier 2 Training on an as needed basis in the interim.

Field TTA: In addition to classroom training, DHCD spends a significant amount of time on Training and Technical Assistance in the field. Quality Assurance Inspectors meet regularly on-site with subgrantees to provide hands-on training and support for weatherization measures installation and standards, and comprehensive energy audit advice. References such as BPI protocols, the Maryland DHCD Field Guide, the Standard Weatherization Specifications, and the POM are all used in a working format.

Hancock Energy Software / HEAT: Successfully using the Hancock/HEAT system is a key component to being a successful subgrantee within the program. DHCD staff are available to troubleshoot process issues, and provide on-site trainings year round to ensure accurate and efficient use of Hancock.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007925, State: MD, Program Year: 2018)

T&TA funds may be used for most any training activity which will clearly improve the quality of the subgrantee's Wx work. Such training would include, but not be limited to:

Program Admin/Training: Training is important in all aspects of WAP, including the non-technical and administrative functions. Some examples include:

- o Program management and Weatherization program supervision
- o Financial management including budgets, claims, Wx financial rules
- o Client services including program application/eligibility policies & procedures
- o Client energy education and delivery of Wx information
- o Procedural training on program forms, including WAP (Hancock, HEAT) software

Weatherization Services Training: Training related to specific Wx functions is key to effective

service delivery. Areas of expertise include training in:

- o Energy Audit & Final Inspection: techniques, tools, testing used in all of the technical aspects of Wx; evaluation skills, building science; audit software/forms training.
- o Wx Installation: tools, techniques, & materials used in installation of Wx measures; carpentry, spray foam techniques, ventilation; plumbing and electrical safety.
- o Crew Supervision: technical training on every aspect of Wx; supervisory skills & human relations; specialized site safety training such as OSHA and lead safe work practices; proper use of protective equipment (PPEs) and MSDS.
- o Mechanical Systems: tools, techniques, parts and materials used in various areas of the installation of Wx mechanical measures; worst case draft testing (CAZ), combustion appliances, plumbing and electrical; other specific mechanical work; state certification.
- o Mobile Home Training for Auditors, Inspectors and Installers: tools, techniques, and materials used in auditing, inspecting, and installations including special aspects to weatherizing mobile homes.
- o Comprehensive training on SWS aligned MD Field Guides: overall training on protocols and technical information needed for Wx work.
- o H&S Training: Wx work must be conducted in such a way as to avoid current and future harm to the client and other residents, and Wx workers. H&S training is vital, including some of the following areas:
 - o Indoor Air Quality: all training on the recognition and mitigation of IAQ issues, including mold, moisture, volatile compounds, and so forth.
 - o Combustion Appliance Safety
 - o OSHA: worker safety training for new subgrantee staff and contractor staff
 - o Lead Safety: EPA lead safety regulations and EPA Certified Renovator course; Maryland regulations; Lead safe work practices
- o Lead Safety Training Requirement: Unless there is existing evidence that a home has been certified lead-free, or the work is below lead threshold limits, Lead safe work practices in accordance with the SWS and EPA protocols must be applied to all pre-1978 target housing. The EPA LRRP rule requires that such work must be conducted under supervision of a Certified Renovator. (Note that EPA rules apply to all work, not just weatherization.)

TRAINING RESOURCES: DHCD has identified resources to deliver the ANSI accredited BPI HEP Certifications for Retrofit Installer, Crew Leader, Energy Auditor and Quality Control Inspector.

The following are examples of curricula recently offered to support Weatherization staff training.

Weatherization Crew Worker I: This training course is intended for workers new to weatherization, or who wish to improve their technical knowledge of weatherization concepts. The trainings include weatherization theory as well as hands-on activities and skills assessments. The course addresses: LSW 8 Hours; Safe Work Practices; Air Sealing; Duct Sealing; Insulation; Base-load Measures; Diagnostic Testing

Weatherization Crew Worker II: This is a 32 hour training course intended for incumbent workers who have previously completed the Weatherization Crew Worker Level I course or have at least 1 year experience working in the field. The trainings include weatherization theory as well as hands-on activities measured through skills assessments each day. The course addresses: Safe Work Practices; Air Sealing; Duct Sealing; Insulation; Base-load Measures; Diagnostic Testing.

BPI Building Analyst Training. This is a 40 hour training course intended for participants who wish to obtain the BPI Building Analyst Professional certification. The course includes weatherization theory as well as hands-on activities using the diagnostic equipment. The course addresses: Energy Efficiency; Building Science; H&S Issues; Weatherization Practices; Air Sealing Basics; Zonal Pressure Diagnostics; Insulation; Moisture Detection/Mgmt.; AirSealing/Duct Blasting Equipment Overview; Building Envelope and Thermal Envelope.

Envelope Professional Training: This is a 40 hour training course intended for participants who have earned the BPI Building Analyst Professional certification. The course includes Building Envelope theory as well as hands-on activities using the diagnostic equipment. The course addresses: Energy Efficiency; Building Science; H&S Issues; Comfort; Durability; weatherization practices; Moisture Detection/Mgmt.; Building Envelope/Thermal Envelope; Air Sealing Basics;

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET**

(Grant Number: EE0007925, State: MD, Program Year: 2018)

Zonal Pressure Diagnostics; Insulation.

TRAINING REPSONSIBILITIES: A meaningful training curriculum works when all of the stakeholders participate fully in both the training, and in suggesting ways in which the curriculum may be designed and improved.

Subgrantee Responsibilities: The subgrantee is responsible for tracking compliance to training requirements for all individuals at the local level, and for reporting on training participation in the State monitoring process. Subgrantees should also provide information and suggestions regarding the training curriculum as local needs are identified.

Training Plan and Budget: Prior to the development of the State Plan, the State works with Subgrantees to determine training needs and plan for that Program Year's State sponsored training activities. Subgrantees may submit additional request to the State for training activities not outlined in the State Plan. Subgrantees may also obtain training for their staff and/or contractors through their T&TA funding. Subgrantee sponsored training requires a training request and State approval.

Training Compliance Monitoring: It is the subgrantee's responsibility to maintain records confirming that all certification, licensing, and training are current. Subgrantees must maintain an inventory of all training attended by individuals working on the weatherization program, whether it is with the subgrantee itself or its contractors. Subgrantees must also track all contractors' licenses for all contractors working in areas that require licensing.

The State will monitor the participation by subgrantees and subgrantee contractors to ensure compliance with certification, licensing, and training requirements. Wx measures installed by untrained personnel, whether employed by the Subgrantee or by its contractors, may result in questioned and/or disallowed costs for the entirety of Wx work completed on a unit.

Retention Agreement: Pursuant to DOE's Weatherization Program Notice 12-1, dated January 31, 2012, T&TA funds may also be used to train contractors at the subgrantee level participating in the Program. In making the determination to pay for contractors' training, subgrantees must secure a retention agreement in exchange for the training. The retention agreement shall require that contractors will work in the Program for a specific amount of time and must align with the cost of the T&TA provided.

Contractor Responsibilities: Given the continuous evolution of residential Wx practices, it is important for all individuals to maintain a strong knowledge of current best practices in the industry. Maryland's contractors agree in contractual assurances that their Wx employees will participate fully in training appropriate to their work, as required by the subgrantee and the State.

Contractors are also required to maintain current and proper licenses, and certifications, as required by law for their particular work.

Client education is one of the most important parts of the audit process because it has been proven to significantly increase the potential for energy savings in the homes that are weatherized.

V.9 Energy Crisis and Disaster Plan

The purpose of Maryland's Department of Energy (DOE) disaster planning and relief is to provide emergency services to low-income individuals and families affected by a disaster as determined by a Presidential or Gubernatorial order declaring either a Federal or State Emergency. DOE WAP has a very limited role in any disaster response. Funds are limited to eligible weatherization activities and the purchase and delivery of weatherization materials.

To the extent that services are in support of eligible weatherization (or permissible re-weatherization) work for eligible households, such expenditure is allowable.

Additional guidance is provided in the DOE WPN 12-7 which can be found at <http://energy.gov/eere/wip/downloads/wpn-12-7-revised-guidance-weatherization-disaster-planning-and-relief>